



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation #2 Capitol Square Engineering Services Atlanta, GA. 30334	Application Number	86-72
Application Number		Date Received	Date Completed
		AUG 15 1986	SEP 5 1986
2. Person to Contact Manuel Eugene Perry		Working Title Transportation Engineer I	Telephone Number 656-6849
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1974      --	5. Records Series Title (followed by title used in office, if different) Engineering Services Estimating Worksheets		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  Engineering Services is a part of the Commissioner's Staff.  The Office of Engineering Services is responsible for plan review of all Federal-Aid projects; Specification writing and review; Development of Final Construction Cost Estimates.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Establishing the estimated prices of all items on Department of Transportation projects being let to contract. These prices are used in comparison with the bid prices submitted. Included are: Schedules of item sheets with estimated prices of each item Amendments to Contracts Special provisions and other related items Worksheets that the Estimating Section prepares to arrive at prices for items being let to contract  File is arranged: Chronologically by letting date			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>4 cu.ft. yearly</u>			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Department Policy - None but Commissioner's Staff; Contract Administration; Engineering Services.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                 |                                   |                |
|--------------------------|-----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.    | d. Audit period                   | _____ years.   |
| b. Statute of limitation | 4* _____ years. | e. Administrative need            | 7 _____ years. |
| c. Federal law           | _____ years.    | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- (e) Office reference requires 7 years retention for current and future bid-rigging investigation  
(f) Federal-Aid Highway Program Manual, Vol. 1, Chapter 6, Section 2 (See attached)  
(b) OCGA states that all felony prosecutions must be brought within 4 years after commission of crime, but provides for extension of time in certain circumstances (see attached).

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☒ Transfer to State Records Center; hold 4 \_\_\_\_\_ year(s); then  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

Recommended retention period fulfills administrative requirements.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8/14/86		8/14/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8.24.86
		Secretary of State/Designee	8/24/86
		Attorney General/Designee	9/5/86